

Last updated: June 18, 2011

Staff Recruitment.

Principles: Staff Recruitment is carried out on the basis of objective and accurate descriptions of Society needs and impartial and accountable decision-making.

1. Determining staffing needs Exco is responsible for deciding and justifying the staffing requirements to meet NSS operational needs and for outlining the experience and qualifications that the successful applicant should possess. The specific job description is written out by Exco.

2. Advertisement

- a) The position is advertised in the Straits Times Executive Appointments page (for one day, Saturday only), making reference to the full job description posted on the NSS website.
- b) On the same day as the advertisement an announcement of the vacancy and the full job description is posted on NSS website (for one month), together with updated information on the Society in general. Designated Secretariat staff are responsible for the updated information on the Society in general.
- c) Applicants are instructed to address applications to the President of the Society.

3. Shortlisting & Interview Committee

- a) Two Exco members are responsible for short-listing. They will individually assess and evaluate all the application letters, draw up their own individual shortlists and then discuss and agree on the final shortlist of candidates for interview.
- b) The interview committee comprises the following members and does not include the Exco members who did the short-listing:
 - i) President or Vice President or Honorary Secretary
 - ii) A long-standing member of the Society not in Exco or on Council
 - iii) An external party from a similar NGO e.g. Ms Deidre Moss, Executive Director, SPCA, or other relevant organization.
- c) If Exco are not able to include an external interviewer, a third member from the Society, not excluding an Exco or Council member not involved in short-listing, is chosen as the third member of the interview panel.

Nature Society (Singapore) Standard Operating Procedures

4. Interview

- a) The secretariat will liaise with the selected shortlist of candidates to ensure they know when and where to come for interview.
- b) The secretariat will ensure members of the interview panel received copies of application letters, cvs, etc. of the applicants to be interviewed at least one day before the interviews.
- c) The interviewing panel will meet at least fifteen minutes before the first interview to discuss procedures.
- d) Confidentiality of the applicants and of the interview proceedings is maintained at all times by Secretariat staff and by Exco members and other members on the interview panel.
- e) When all the interview committee members are satisfied that they have sufficient information they will discuss to reach a decision by consensus and make a recommendation to Exco.
- f) Final selection decision rests with Exco.

5. Job Offer

- a) All offer letters will be prepared by the Executive Committee, facilitated by the Secretariat.